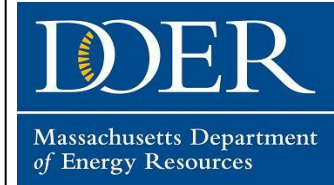




Owner's Agent Technical Assistance Grants: June 2014



GRANT APPLICATION

GENERAL INFORMATION

- Owner's Agents are independent third parties who aid municipalities, regional school districts, or water/wastewater districts in the negotiation, development and management, or who perform studies to support the development of energy projects.
- DOER's Green Communities Division is making available **grants** for Owner's Agents Technical Assistance (OATA) to **ALL** Massachusetts municipalities, regional school districts, and water/wastewater districts, regardless of Green Community designation status.
- In addition, DOER will provide funding to Regional Planning Agencies (RPA) to serve as owner's agents, providing assistance to two or more municipalities in any of the project areas.

NOTE: Entities that previously received OATA support from the Green Communities Division under the solicitation issued in August 2013 (PON-ENE-2014-004) are NOT eligible to apply for this current opportunity.

- DOER is providing funds for applicant municipalities, regional school districts, and water/wastewater districts to hire their own Owner's Agents. Applicants may apply for OATA grants that meet the eligibility requirements specified in the application for the following projects types:
 - municipal solar PV systems no less than 15 kW in size, on property owned by a municipality
This can include net metering agreements for projects on property not owned by the applicant.
 - assessment or development of community shared solar (CSS)
 - energy management services, i.e. energy savings performance contracts
 - ASHRAE¹ Level 2 audits² in oil or propane heated buildings only
 - assessments or feasibility studies for a zero-net energy building (ZNEB)
 - engineering studies for more efficient heating systems (e.g. conversion from steam to hot water; NOT a more efficient boiler) or conversion to renewable or alternative fuel sourced heating system, including wastewater energy recovery
- Applications must contain, at a minimum, the information requested in the application. DOER will reject incomplete applications.

¹ American Society of Heating, Refrigerating and Air-Conditioning Engineers

² See circular figure at the bottom of this webpage: <http://www.ashrae.org/resources--publications/bookstore/procedures-for-commercial-building-energy-audits> to better understand ASHRAE Energy Audit Levels.

- A total of \$325,000 is available for disbursement by the Green Communities Division.
- A single applicant may receive a grant of up to \$12,500 for owner's agent technical assistance, except for the zero-net energy assessment, where the maximum allowable amount is \$5,000.
- Each RPA will be eligible for up to \$2,500 per assisted municipality, for a total maximum allowable amount of \$12,500.
- **NOTE: DOER will assume an applicant is requesting the maximum allowable amount, unless noted otherwise in Summary required in Attachment A.**
- All disbursements will be based on DOER's receipt of invoices for services, except for an initial disbursement of \$2,000 after execution of the grant contract.
- **Applications will be reviewed and awards made based on the order in which completed applications are received until all available funds are disbursed. Applicants will be notified of one of the following:**
 - An application is complete and all required information has been provided and an OATA grant will be awarded.
 - An application is incomplete. Such applications will no longer be in the queue and will require resubmission of the missing information. The place of the application in the queue will be based on when the missing information is received. Please note that in some past rounds of OATA grants, applications that were not complete³ upon initial submission were unable to be funded, as all available funds were awarded prior to resubmission.
 - All funding for this grant opportunity has been awarded and the application is therefore not eligible for review.

NOTE: In order to be deemed complete, an application MUST contain the required signature in Attachment B; the attachments *with* the required information requested under Eligibility Requirements below as appropriate; and all information requested in Attachment A.

SUBMISSION INFORMATION

Applications may be submitted beginning August 1, 2014 at 9:00 am EST. Any applications received prior to that date and time will be rejected.

All applications must be submitted through an online submission process. Instructions for the online process are contained at the end of this application.

ASKING QUESTIONS

This application information is available at www.commBUYS.com as PON-ENE-2014-044 and at www.mass.gov/energy/grantsandcontracts. ALL questions must be submitted to Meg Lusardi at Meg.Lusardi@state.ma.us, by 5pm on July 29, 2014 with "PON-ENE-2014-044 OATA" in the subject line. Responses will not be sent individually to inquirers, rather questions and answers will be posted weekly on the DOER website at www.mass.gov/energy/grantsandcontracts.

³ For example, applications missing a signature in Attachment B, a phone number or required documentation.

APPLICANT INFORMATION

Municipality/Regional School District/Water or Wastewater District/Regional Planning Agency	Point of Contact
Street Address	Title
City/Town State MA Zip Code	Telephone Email

Applying for Owner's Agents Technical Assistance for (please check the appropriate box):

- ☐ Municipal Solar PV systems no less than 15 kW in size on property owned by a municipality; this can include net metering agreements for projects on property not owned by the applicant
- ☐ Community Shared Solar (CSS)
- ☐ An assessment to explore a community shared solar system on private or public property
- ☐ Development of a community shared solar system on private or public property
- ☐ Energy Savings Performance Contract, including streetlights
- ☐ AHSRAE Level 2 audit in oil or propane heated building²
- ☐ ZNEB evaluations
- ☐ An assessment for the municipality to consider a ZNEB for the construction of a new municipal building. Typically this would include the hiring of a facilitator to work with the building committee and conduct a charrette with some technical experts
- ☐ A feasibility study for a ZNEB to be included in an already planned feasibility study for a new municipal building

NOTE: DOER has a separate solicitation for funding the design and construction of Zero Net Energy Buildings. Information on this solicitation can be found [here](#).

- ☐ Heating System Conversion Engineering Study
- ☐ Conversion of heating system type – boiler or furnace along with controls and distribution system – to a more efficient type (e.g. steam to hot water, or combined heat and power)
- ☐ Conversion to clean burning efficient biomass or wood pellet or chips fueled heating system
- ☐ Conversion to high-efficiency heat pump system (air, water or ground sourced)
- ☐ Addition of a solar water collector to supplement domestic hot water and/or space heating (either stand-alone or in combination with one of the above heating systems)
- ☐ Conversion to wastewater energy recovery

NOTE: MassCEC, in conjunction with DOER, has a separate solicitation for funding the design and installation of efficient, low emission biomass heating systems and efficient water and ground source heat pumps, district heating systems. Information on this solicitation can be found [here](#).

NOTE: DOER has a separate solicitation for funding the design and installation of wastewater energy recovery systems. Information on this solicitation can be found [here](#).

ELIGIBILITY REQUIREMENTS: All applications must meet the following requirements to be eligible for OATA. Please provide complete answers in the spaces provided. All required documentation must be provided to confirm eligibility.

☐ For Municipal Solar PV projects, a site assessment must be provided. Please **attach a feasibility study or site assessment for the site**. A study or assessment must, at a minimum, include the following:

- Roof-mounted systems,
 - o evidence that the roof has a 20-year life span,
 - o visuals that demonstrate limited HVAC equipment on the roof and no trees that could cause shading,
 - o visuals that demonstrate the roof is either flat or south facing.

NOTE: OATA services may be used to confirm a roof is structurally sound to support the additional load of a solar PV system

- For ground-mounted systems,
 - o Visuals that demonstrate there is no shading (buildings, structures, trees). **Noting that trees will be removed is not acceptable.** DOER discourages installation of ground-mounted solar in “locations that require significant tree cutting, because of the important water management, cooling and climate benefits trees have.” (Please see our [Ground Mounted Solar PV Guide](#).)
 - o Visuals that demonstrate there are utility lines nearby.
 - o Visuals that demonstrate the site is either flat, or if sloping, that the system will face south.

☐ For CSS Assessment projects, letters of expression of interest from at least 5 residences or businesses in the community, as well as a letter from a solar industry representative familiar with CSS documenting a conversation it has had with the community.

☐ For CSS Development projects on private or public property, a site assessment, an outline of the business/ownership model, an assessment of community interest. Please **attach a feasibility study or site assessment for the identified site, an outline of the proposed business/ownership model, and letters of commitment from at least 5 CSS participants**. A study or assessment must, at a minimum, include the following:

- Roof-mounted systems,
 - o evidence that the roof has a 20-year life span,
 - o visuals that demonstrate limited HVAC equipment on the roof and no trees that could cause shading,
 - o visuals that demonstrate the roof is either flat or south facing.

NOTE: OATA services may be used to confirm a roof is structurally sound to support the additional load of a solar PV system

- For ground-mounted systems,
 - o Visuals that demonstrate there is no shading (buildings, structures, trees). **Noting that trees will be removed is not acceptable.** DOER discourages installation of ground-mounted solar in “locations that require significant tree cutting, because of the important water management, cooling and climate benefits trees have.” (Please see our [Ground Mounted Solar PV Guide](#).)
 - o Visuals that demonstrate there are utility lines nearby.
 - o Visuals that demonstrate the site is either flat, or if sloping, that the system will face south.

Google earth maps or <http://maps.nrel.gov/imby> are resources for site assessment information.

See [Community Shared Solar: Review and Recommendations for Massachusetts Models](#)

See [Community Shared Solar: Implementation Guidelines for Massachusetts Communities](#)

☐ For Energy Savings Performance Contracts, a solicitation for an Energy Services Company (ESCO) must have been issued for each affected municipality, and solicitations must be filed with DOER per M.G.L. ch 25A. **For each affected municipality, please specify the date the procurement was issued for selection of the ESCo vendor:** _____

For each affected municipality, please specify the date of acknowledgement of receipt from DOER of the "Notice of EMS Procurement" per M.G.L c. 25A: _____

☐ For ASHRAE Level 2 audits of oil or propane heated buildings, an electric audit completed within the last 3 years or recent efficiency improvements within the last 5 years must have been completed. **Please attach a copy of the audit for the building.** For an efficiency project, please describe the project in Attachment A and attach all related invoices.

☐ For a ZNEB assessment, documentation that the appropriate governing body (e.g. Board of Selectman, Town Council, Mayor, School committee), has formed a building committee to consider a new building. **Please attach a copy of certified meeting minutes**

☐ For a ZNEB feasibility study, documentation that the governing body (e.g. Board of Selectman, Town Council, Mayor, School committee), has authorized appropriated funds for a feasibility study for a new building. **Please attach a copy of certified meeting minutes.**

☐ For Heating System Conversion Engineering Studies, the building must have at least one of the following:

- An audit that confirms the building is properly weatherized and insulated, i.e., measures to address the building envelope were not recommended in the audit due to the building being well-sealed. **Please attach a copy of this building audit.**
- Documentation that the building has been properly weatherized and insulated within the last 5 years; this can include invoices for air sealing and insulation. **Please attach a copy of this documentation**
- An audit stating that the building cannot be further insulated without major renovation. For example, brick or masonry buildings cannot add wall insulation without major renovations to add insulation on the interior wall of every room. Attic spaces in these buildings, however, often can be insulated without major renovation and documentation must be shown that these spaces have been weatherized and insulated. **Please attach a copy of this audit.**

☐ For Regional Planning Agencies Only

- A description of the services being provided to the municipalities for the identified project. These services cannot duplicate any other OATA services that a municipality may be seeking separately under this OATA application or for which a municipality has already contracted through the OATA issued by DOER in August 2013 (PON-ENE-2014-004.) Please include this information in Attachment A.
- A signed agreement between the RPA and the CEO of each municipality for the projects outlining the responsibilities of each party. **Please attach a copy of this documentation.**

Attachment A

PLEASE ATTACH A DETAILED SUMMARY OF THE PROJECT, LIMITING YOUR RESPONSE TO THE SPACE PROVIDED BELOW

The following must be included in order for the application to be deemed complete. You must address each bullet.

- Estimated annual clean energy benefits (e.g. kWh saved, MMBtu saved, clean energy kWh generated);
- What steps have been completed in the project to date (e.g. town approvals),
 - for a ZNEB feasibility study, please include some evidence that the municipality has completed some form of official assessment for consideration of a ZNEB;
 - for a CSS development project, please include some evidence that the CSS participants have completed some form of assessment for consideration of a CSS
- Why an owner's agent is critical for your municipality to implement this project;
- A discussion of the specific tasks you expect the owner's agent to perform once services are awarded; and
- If an applicant is not requesting the maximum allowable amount of \$12,500, or \$5,000 for a zero-net energy building assessment, please note that in the summary.
- **For Regional Planning Agencies only:**
 - *A description of the services being provided to the municipalities for the identified project. These services cannot duplicate any other OATA services that a municipality may be seeking separately under this OATA application or for which a municipality has already contracted through the OATA issued by DOER in August 2013 (PON-ENE-2014-004.) Please include this information in Attachment A.*
 - *A list of each municipality included in the application*

ATTACHMENT B

CERTIFICATION OF APPLICATION

The Certification of Application below must be provided as a *scanned pdf with signature*.

CERTIFICATION OF APPLICATION

The **Chief Executive Officer** must complete this certification.

I, _____ am authorized to execute said Application on behalf of -
_____, the applying municipality, regional school district OR
water/wastewater district and verify that the information in the Owner's Agent Technical Assistance Grant
Application is true.

[Signature of Chief Executive Officer]

[Title of Chief Executive Officer]

[Date]

NOTE: THE CHIEF EXECUTIVE OFFICER IS DEFINED AS THE MANAGER IN ANY CITY HAVING A MANAGER AND IN ANY TOWN HAVING A CITY FORM OF GOVERNMENT, THE MAYOR IN ANY OTHER CITY, AND THE BOARD OF SELECTMEN IN ANY OTHER TOWN UNLESS SOME OTHER OFFICER OR BODY IS DESIGNATED TO PERFORM THE FUNCTIONS OF A CHIEF EXECUTIVE OFFICER UNDER THE PROVISIONS OF A LOCAL CHARTER OR LAWS HAVING THE FORCE OF A CHARTER.

FOR REGIONAL SCHOOL DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.

FOR WATER/WASTEWATER DISTRICTS, THE CHIEF EXECUTIVE OFFICER IS THE SUPERINTENDENT.

INSTRUCTIONS—ONLINE GRANT APPLICATION SYSTEM

Conventions in the Instructions

- Items in < > are clickable; e.g. <Submit> is a clickable **Submit** button
- Items that are underlined and blue are hyperlinks to other web pages
- Items in quotes (" ") are possible choices

Please read and follow the short, easy-to-follow instructions.

Please submit only once; if you need to add another document or have any problems or questions about the online process, please contact Jane Pfister, Jane.Pfister@state.ma.us

Getting Started

- If this is the FIRST TIME the municipality or entity is submitting an application to the Green Communities Division, then they will need to provide basic information that will enable DOER to preset the Online System to recognize the applicant to their [Regional Coordinator](#). Please provide the municipal or entity name, legal address including zip code, and the primary contact name, title, email, and phone number. The primary contact will receive an email invitation to the online application system and will be required to create a user profile.
- For municipalities that are Designated Green Communities, provide the name and email of the primary contact who will submit the OATA grant application to the Regional Coordinator. The primary contact will receive an email inviting them to create a user profile (if they are a new primary contact for the municipality) or confirming their access to the online system (if they have previously used it).
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work, but may be frustratingly slow.
- **No paper submission** is required or accepted for the grant application. The process is online and electronic only.

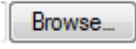


Application Materials Checklist – ARE YOUR MATERIALS READY?

- ☐ Begin each of your electronic files with your municipal/entity name followed by wording that makes the content of the file clear – this is **REQUIRED**
- ☐ OATA Grant Application (Word or PDF file)
- ☐ Summary of Project (Attachment A) (Word or PDF file)
- ☐ Signed Certification of Application (Attachment B)(PDF file)
- ☐ Supporting Audits, Studies, other documentation.

PLEASE NOTE: You cannot return to a partially completed form to add or correct information. If you log out without using the <Submit> button, nothing has been saved in the system. If you want to practice using the system, just don't use the <Submit> button. When you use the <Submit> button the information on the form along with uploaded files will be saved to DOER's system. If you log back in, the form will be blank BUT the system saved your files and information.

Please only submit once. If you do not see your city, town, or entity name on the drop-down pick list, made a mistake, or forgot something, please contact Jane Pfister at jane.pfister@state.ma.us / 617-626-1194.

OATA Grant Application Process

1. Fill out the online grant application form completely. You will upload multiple files using the form. Begin EACH file name with city, town or entity name then wording that makes the content of the file clear.
2. Upload the OATA Grant Application (as Word or PDF), Project Summary (Attachment A), signed Certification of Application (Attachment B) (as PDF), and any other supporting materials using the Upload fields (green lines at the bottom). For each upload click on the grey <Browse> button , browse to and select a file on your computer, then double click on it. The file's path on your computer will show in the blank white space.
3. Review the form and uploads carefully to make sure everything is complete and how you want it.
4. Click on the Calendar icon,  to access a Calendar, click on date to select Date and Time which will be filled in on the blank line. Now you are ready to submit everything, click on the <Submit> button. 
 - *When you submit a form you may receive the following message: "This form is non-secure—do you still want to send it?" It's just informational; nothing to worry about. Answer <Yes>.*
5. After you submit, a confirmation page will appear. DOER will also receive a message from the system. Shortly you will receive an email confirming that DOER's Green Communities Division has received your grant application and the number of files uploaded with it.

Get Help

Pre-Grant Application Process - [Contact your Regional Coordinator](#)

Online Process and Technical Issues -Contact Jane.Pfister@state.ma.us / 617-626-1194